

An Example of An Average Program

The following contains an example from a hypothetical school in Idaho. It is based on programs that do exist. It is an average program, as defined by our committee.

What makes this program “average” is the fact that students develop their individualized plans with some staff input, but little program planning and development. Also, staff contribution, other than counselors, is minimal.

It contains forms given to the student and staff in the development of the Student Learning Plan. Letters, forms and brochures are the primary communication tool.

Employability Skills Profile



Educational 4-Year Plan



Letter to the Student



Letter to Staff



Career Pathways Brochures



Student Learning Plan

Educational Plan

Educational Goal: Technical School Two Year College Other
 Four Year College High School Military
School Choice #1: _____
School Choice #2: _____

Career Goal:
Arts/Communication _____
Business/Management _____
Health Services _____
Human Resources _____
Industrial/Engineering _____
Natural Resources _____

High School Course work Plan			
Freshman		Sophomore	
English	English	English	English
Science	Science	Science	Science
Math	Math	Math	Math
PE	PE	PE	PE
World History	World History		
Keyboarding	Reading	Health	Speech
Junior		Senior	
English	English	English	English
US History	US History	Government	Government
Consumer Economics			

Barriers to Goals:

Actions to Break Barriers:

Extra Curricular Activities:

Student Signature

date

Parent Signature

date

EMPLOYABILITY SKILLS PROFILE

ACADEMIC SKILLS

- * Read and understand written materials
- * Understand charts and graphs
- * Understand basic math
- * Use mathematics to solve problems
- * Use specialized knowledge and skills to get a job done
- * Speak in the language in which business is conducted
- * Write in the language in which business is conducted
- * Use scientific method to solve problems

PERSONAL MANAGEMENT SKILLS

- * Attend school/work daily
- * Meet school/work deadlines
- * Develop career plans
- * Know personal strengths and weaknesses
- * Demonstrate self-control
- * Pay attention to details
- * Follow written and oral instructions
- * Follow written and oral directions
- * Work without supervision
- * Learn new skills
- * Identify and suggest new ways to get the job done

TEAMWORK SKILLS

- * Actively participate in a group
- * Know the group's rules and values
- * Listen to other group members
- * Express ideas to other group members
- * Be sensitive to the group members' ideas and views
- * Be willing to compromise if necessary to best accomplish the goal
- * Be a leader or a follower to best accomplish the goal
- * Be a leader or a follower to best accomplish the goal
- * Work in changing settings and with people of differing backgrounds

TO THE STUDENTS

This career planner/portfolio is yours to help you with your education and career planning. It will be used to record your progress while in school and to store information on your educational and career goals, course-work and skills.

Areas that should be addressed are:

Self Analysis: What are your interests, values and goals?

Your 4-Year Educational Plan

Job Analysis: How well do you understand requirements for potential careers and how well do your interests coincide with the actual job?

Work Experience

College Application and Financial Aid Information

Job Seeking Skills: letters, applications, resumes, interviews

Employability Skills: attitude, cooperation, etc.

Letters of Recognition and Recommendation

It is strongly recommended that you use the Career Information System (CIS) in your school to explore options and obtain information pertaining to educational goals and career skills and opportunities.

Your planner/portfolio is yours to use for planning throughout your junior high/middle school and high school educational program. It is designed to keep information you will need to make a smooth transition through school and after high school, whether you decide to go on to college, vocational-technical college, apprenticeship training, do volunteer work or whatever you choose. Ask your counselor where your portfolio will be kept so that you may access it when needed.

TO THE TEACHERS

An education and career planner/portfolio has been designed to help School District #82 students make a smooth transition from junior high through high school and beyond. It will ensure that all students are provided with competencies necessary to obtain scholastic and career goals.

The portfolio contains space to record a 4-year educational plan, tentative career choices test scores, extracurricular activities, honors, awards and scholarships, work/volunteer experience and a yearly preparation check list. This is an excellent source document for resume writing and applications for schools and jobs.

Suggested content of the portfolio:

- _____ 4-year Plan
- _____ Aptitude and Career Interest Surveys
- _____ Vocational Assessments
- _____ Special Awards/Honors
- _____ Letters of Recognition/Recommendation
- _____ Skill Competencies
- _____ Test Scores (DAT, ITBS, SAT, ACT, TAPS, ASVAB, etc.)
- _____ Sample Resume
- _____ List of References
- _____ Work Experience
- _____ Yearly Preparation Checklist
- _____ Final Transcript of Grades
- _____ Tech Prep Information

The portfolios will be stored in the school and will be reviewed and updated by the students on a yearly basis. They will be available at any time for parents to review and for students to personally update. They also can be used in classroom activities and are available for parent-teacher conferences.

CIS

Idaho Career Information System

FOR HELP WITH YOUR FUTURE

VISIT OUR

CAREER CENTER

- * Interest Inventories
- * Career Information
- * Employer Information
- * Post-Secondary Education
- * Scholarships and Financial Aid

TECH PREP

Start your college career at your high school

Programs in drafting are available.
Ask your drafting teacher
or counselor.

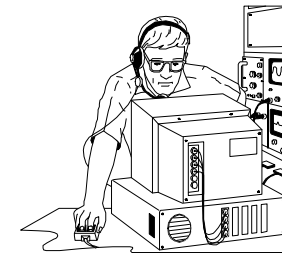
Construction	
Bricklayer	Carpenter
Carpetlayer	Cement Mason
Drywall Installer	Finish Carpenter
Glazier	Insulation Installer
Mason	Painter & Paperhanger
Pipefitter	Plumber
Railroad Laborer	Roofer
Sheetrock Installer	Tile Setter

Electricity & Electronics	
Laser Technician	Electrical Technician
Electrician	Instrument Technician
Line Installer	Broadcast Technician

Engineering & Design	
Architect	Cartographer
Interior Designer	Map Maker
Drafter	Engineering Tech
Planner	Agriculture Engineer
Chemical Engineer	Surveyor

Industrial and Engineering Careers

- * Construction
- * Electronics
- * Manufacturing
- * Technology



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**High School
Fantasy, Idaho**

(Sample brochure from one of the six Career Pathways)